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Chief, [redacted]

6 October 1949

Chief, Services Division

Proposed Instructions

FOIAB3B1

1. It is requested that a set of instructions be prepared and mimeographed for [redacted] employees who are being transferred to overseas stations as to the action which they take in all matters, particularly in connection with the transfer of their household goods, and the procurement of three or four bids for the packing and crating service.

2. The draft of the proposed instructions should be submitted to the Chief, Services Division for review not later than 11 October 1949.

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